Copy and Paste this in your open browser: http://hpscorecard.dts.utah.gov/fmApps/FireDeptRoster.php
        Or
Place your cursor on the following text, Fire Department Roster, hold down the Ctrl key and click to follow the link,
        OR
Go to our website at http://www.publicsafety.utah.gov/firemarshal/index.html and use the link at the top of the right hand side navigation panel.

Fire Department/Agency Firefighter Roster Login

☞ Click the box next to **"**First Time User/New Account" from this screen which will allow you to register your fire department.

   If this is the first time you have accessed the roster
   <<<OR>>>
   You have forgotten your password
   > Select the appropriate box: First Time User / New Account: ☐   Forgot password: ☐
   > Enter your "Fire Department Identification Number" (FDID)
   > Enter your "Email Address". *(This will be used by everyone in your Dept. accessing the roster)*
   > Click The Appropriate button.
   > We will send you a temporary password.

☞ Once you receive your temporary password, proceed with logging into the system. You will have the opportunity to change the password to your account.

☞ You will be asked for the following information to register your fire department:

   Agency Name
   Agency Address
   Agency City, State, Zip
   Contact Person (whoever will be responsible for managing the system)
   Phone Number   (for the contact person)
   Email Address   (for the contact person)

☞ When you complete registration, sign into the system here:

   If you have accessed the roster before:
   > Enter your Email Address / Password and click "Login"

Email Address: [   ]   Password: [   ]   Login

Agency Personnel
_____

☐ View Inactive (None)   ☐ View Retired (None)   ☆ Add Personnel

☞ Click the "Add Personnel" box. Enter the information for each responder:

First Name

MI (middle initial if known)

Last Name

Date Hired

FT or Volunteer

☞ For this purpose, **Fulltime** is defined as at least 2,080 hours per year. **Volunteer** is defined as volunteer and/or part paid.

☞ Click on "Add Person" to add more names. Before you leave the system, click on "SEND INFORMATION" prior to clicking on "EXIT PROGRAM". You can also send the information after adding each name.

☞ If you would like to see the names you have entered or print the list of names, click on "PRINT ROSTER" and select the filters you would like to use. The filters are:

Include History   Include Inactive (Current Status)   Include Retired (Current Status)

☞ **HISTORY** will include any changes that are in the system for each individual.
You can also look at your **Inactive** and/or **Retired** personnel.

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Please contact Janet Herron at 801-256-2481 (office) or 801-671-9615 (cell) if you have any questions, comments, concerns, etc.

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